| Initial Policy date | April 2018 | Next scheduled review | January 2024 |
|---|---|---|---|
| Governor approved | 1 March 2023 | Key person/people | DHT/AHT - Exams |
| Model Policy | | Model localised | yes |
| Pupil leadership team review | | ~~Y / N /~~ N/A | |

# EXAMINATIONS AND EXAMINATION CONTINGENCY

## Principles

This plan is designed to minimise the risks and issues that could cause disruption to the management and administration of the exam process at Test Valley School. It will be invoked in case of disruption and is intended to mitigate the impact disruptions have on our exam process.

This plan complies with JCQ general regulations (section 5) in that:
*The School agrees to have in place:*

*"a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered." (General Regulation for Approved Centres 2022-2023)*

## Practice and Procedures:

### Causes of potential disruption to the exam process
### 1. Exams Officer extended absence at key points in the exam cycle

The designated Examination Officer is either absent at key times for a more extended period so that operational and strategic actions are not carried out in good time.

**School actions:** Head of Centre to take over responsibilities for the management of examinations to ensure:

Planning
a) Annual data collection exercise is undertaken to collate information on qualifications and awarding body specifications being delivered
b) Annual exams plan produced that identifies essential key tasks, key dates and deadlines
c) Policies revised, updated and in place
d) Sufficient invigilators, readers and scribes are recruited and trained

Entries & Registrations
a)  Awarding bodies are informed of early/estimated entries which prompts release of early information required by teaching staff
b)  Candidates are entered with awarding bodies for external exams/assessment
c)  Awarding body entry deadlines are met so that late penalty fees are not incurred

Preparing
a)  Access arrangements provided by SENCO
b)  Exam rooming allocation, timetabling; invigilation schedules; and clash resolutions are prepared
c)  Candidates (and parent/carers) briefed on exam timetables and awarding body information for candidates
d)  Pre-release materials managed appropriately
e)  Exam/assessment materials and candidates' work are stored under required secure conditions
f)  Internal assessment marks and samples of candidates' work are submitted to awarding bodies/external moderators

Conducting exams
a)  Exams/assessments are taken under the conditions prescribed by awarding bodies
b)  Required reports/requests are submitted to awarding bodies during exam/assessment periods. To include: late arrival, suspected malpractice, special consideration, etc.
c)  Candidates' scripts are collated, stored and/or dispatched as required to awarding bodies
d)  Computer based exams are conducted as required by awarding bodies
e)  The annual JCQ inspection is facilitated and all requested information is supplied with the inspector.

Results and post-results
a)  Preparation of MIS for receipt of results
b)  Access to examination results ensures appropriate distribution of results to candidates
c)  The facilitation of the post-results services and distribution of certificates

**2. Access Arrangements Manager extended absence at key points in the exam cycle**

This may be due to the designated colleague being absent for an extended period. As a result key tasks required in the management and administration of the access arrangements process within the exam cycle is not undertaken.

**School actions:** Lead LSA and Specialist Assessor to provide necessary information**.** To ensure that:

Planning
a)  Candidates are tested/assessed to identify potential access arrangement requirements
b)  Evidence of need and evidence to support normal way of working is collated
c)  Provision of additional support made in order to help candidates achieve their course aims, e.g. spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment
Preparing
a)  Approval for access arrangements is applied for to the awarding body
b)  Modified paper requirements identified in a timely manner to enable ordering to meet external deadline
c)  Colleagues providing support to access arrangement candidates are allocated and trained
d)  Exams Officer is kept updated on access arrangement requirements
Conducting exams
a)  Access arrangement candidate support is arranged for exam rooms

**3. Head of Centre has extended absence at key points in the exam cycle**

**School actions**: Head of School, or another member of the senior leadership team to take over responsibilities for the management of examination process.

**4. Head of Subject has extended absence at key points in the exam cycle**

**School actions:** Where applicable the second in charge of department will assume responsibility.  Where no second in department exists, the SLT link for that department will nominate a member of staff to assume responsibility.

These will include:
a) Providing early/estimated entry information to the Exams Officer on time;
b) Ensuring final entry information is provided to the Exams Officer on time;
c) Ensuring IV (Internal Verification and moderation) tasks are completed
d) Internal assessment marks and candidates' work provided to meet submission deadlines

**5. Invigilators - lack of appropriately trained invigilators or invigilator absence**

This may be due to failure to recruit and train sufficient invigilators to conduct exams, shortage on peak exam days or invigilator absence.

**School actions:**
a) Internal staff to be utilised alongside the team of trained invigilators, scribes and readers.

**6. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice**

**School actions:**
a) Alternative rooms to be sourced by Examination Officer with support from Cover Manager and Head of Centre.
b) Head of Centre to co-ordinate the re-rooming of timetabled classes as appropriate.

**7. Failure of IT systems**

System failure during examinations, final entry deadline or release time.

**School actions:**
a) IT Manager to liaise with system provider as a matter of urgency.
b) The School to communicate with relevant awarding bodies at the outset to resolve the issue.
c) Registers for exam series to be printed in advance and stored in half-day folders

**8. Disruption of teaching time – School closure before or during Examinations**

Candidates are unable to attend for an extended period during normal teaching or interruption in the provision of normal Examination Schedule e.g. due to extreme weather

**School actions:**
a) School to communicate with parents, carers and pupils about the potential for disruption to teaching or examinations and the plans to address same.
b) The Headteacher will prioritise the exam entry pupils and allocate key colleagues to support learning or examination. The school website will be updated to show revised timetables and examinations schedule.

c) The School to communicate with relevant awarding organisations at the outset to make them aware of the issue.
d) Head of Centre (or Examination Officer) to apply for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible if they have a medical certificate, have adequately completed a self-certification form or have been advised by their School not to attend an examination

## 9. Candidates unable to take examinations because of a crisis – School remains open

Candidates are unable to attend the school to take examinations as normal e.g. due to adverse weather conditions

**School actions:**

a) Head of Centre (or Examination Officer) to communicate with relevant awarding organisations at the outset to make them aware of the issue.
b) Headteacher to communicate with parents, carers and candidates regarding solutions to the issue.
c) Start times may be delayed for morning exams if a number of candidates are late (permission will be sought from relevant awarding bodies).
d) All candidates are expected to make the effort to come in and sit their examination.
e) The decisions regarding travelling to school for an examination rest with individual families taking consideration of the weather and road conditions locally to them.
f) If a candidate is unable to get into school on an exam day as a result of inclement weather, it is imperative that families contact the school as soon as possible to explain that this has occurred.
g) Head of Centre (or Examination Officer) to liaise with the affected candidate(s) to identify whether the examination can be sat at an alternative venue in agreement with the relevant Awarding Body.
h) If a candidate chooses not to sit an examination s/he should be aware that special consideration rules will not apply.

## 10. Disruption in the receipt of examination papers

Disruption to the distribution of examination papers to the School in advance of examinations

**School actions:**

a) The Examination Officer to communicate with awarding organisations to organise alternative delivery of papers.
b) Examination Officer to ensure that digital copies are received made and stored under secure conditions, before use.

## 11. Evacuation while Examination in Progress

Examination venue(s) require evacuation (while maintaining the integrity of the examination system and safeguarding qualification standards)

**School actions:** In the event of a fire alarm, the following procedures apply:

a) Note the time that the fire alarm went off and the length of time the exam has been running
b) All examination questions and answer papers should be turned over and left on the candidate's exam desk. NOT removed from the venue.

c) The Examination Officer is to proceed to the fire alarm control panel unless it is unsafe to do so and liaise with the Site Manager and/or Headteacher to determine whether the alarm requires the candidates to be evacuated
d) Invigilators to await the arrival of the Examination Officer/ SLT before evacuating to the assembly point unless a fire is obvious.
e) Assembling point is the bottom field for exam candidates.
f) Bags/personal effects shouldn't be in the exam venue; in the event they were brought in they are to remain in the venue.
g) Candidates to remain calm and be directed to leave via the nearest fire exit
h) Invigilators to remind candidates that they are still under exam conditions and under NO circumstances may they communicate with anyone one else (verbally or non-verbally)
i) Invigilators to remind candidates that a breach of regulations could result in disqualification from their examination (and any others they may have done/due to complete)
j) Registers should be taken with the (Senior) Invigilator to conduct a roll-call once at the designated area, ensuring all candidates are in single file, present and accounted for.
k) Examinations Officer or Head of centre to remain in contact with the appropriate persons to notify candidates of re-entry to the exam venue
l) Note the re-starting time of the exam and the new finish time.
m) Examination Officer to inform the relevant awarding organisations of the incident so that a Special Consideration application can be made

## 12. Disruption to the transportation of completed examination scripts

Delay in normal collection arrangements for completed examination scripts.

### School actions:
a) The Examination Officer to communicate with relevant awarding organisations at the outset to resolve the issue.
b) The Examination Officer will ensure the secure storage of completed examination papers until collection.
c) School will seek advice from awarding bodies and normal collection agency regarding assessment evidence not being available to be marked

## 13. Large scale damage to or destruction of completed examination scripts or assessment evidence before it can be marked

School actions:
a) Head of Centre to communicate this immediately to the relevant awarding bodies and subsequently to pupils and their parents/carers.

## 14. School unable to distribute results as normal

School is unable to access or manage the distribution of results to candidates, or to facilitate post- results services

**School actions:**
a) School to contact awarding bodies about alternative options.


**15. School experiences disruption to any stage of the examination process as a result of a cyber attack**

School is unable to access online entry portal, or candidates' work which is completed and stored electronically is compromised.

**School actions:**
a) School to promptly report any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery.